

Selectmen's Board Meeting Minutes
February 23, 2012

Call to Order: 6:30 PM

Present: David Abbott, Jonathan Villeneuve, David Reingardt

Approve consent Calendar:

A. Warrant # 4

- 1) Selectmen discussed the decisions in the prior meetings Executive Session for Employee Review/personnel 1 MRSA § 405(6)(A). Selectmen decided on a 10% raise for Clerk Warner raising her hourly pay from \$14.10 to \$15.50 and raising Deputy Clerk Judy Greenleaf's pay from \$10 an hour to \$11. Both raises pending approval at March 17th, 2012 Annual Town Meeting.
- 2) Fred Brewer from Brewer CPA in Bath, Maine was present to discuss this year's audit. He had a few comments including that Selectmen should be looking over and signing bank statements before handing over to the Treasurer and signing off on monthly reconciliations. He also said he was glad the Selectmen were looking over the Treasurer's warrant before signing it. Selectmen had a previous discussion about the names of reserve accounts and asked Fred Brewer if they could use the same reserve account names as the bank uses to eliminate any confusion when comparing he audited accounts to the reserve accounts. Selectmen also discussed their ongoing discussion of revising the chart of accounts to create a more streamlined and error free way of looking and comparing the accounts. There was some discussion of creating a budget in Quickbooks using the Fire Department 2012 budget to track expenses. Treasurer Jordan asked to work with Brewer CPA to clean up the chart of accounts and Selectmen approved. Selectmen also discussed getting a tax anticipation note sooner this year due to lagging real estate tax payments and also discussed the pros and cons of committing earlier than usual. Selectman Villeneuve brought up some discrepancies in the audit pertaining to an error that occurred 2 years in a row with the administrative training account versus the Firefighter training account. He wanted to make sure that next year the error was corrected to reflect the appropriate amount of funds.
- 3) Selectmen reviewed and accepted the 2011 Pinkham Pond Committee report referring to cleanup of the tax acquired property R-6-61. Townsperson Greg Shute asked to be appointed to the committee as well.
- 4) Selectmen discussed townsperson and former Selectman Chris Cooper's plea to keep political letters out of the town report. He said that there was contact information in the front of the report for anyone interested. Selectmen voted to include the political letters in the annual town report and decided to discuss next years inclusion at a later date.
- 5) Selectmen discussed tax acquired lot R-6-61 and the Willy's jeep that was bought and never moved. Selectmen wanted to find out if they could move the jeep to another location. Clerk Warner was tasked with starting the abandoned personal property notices over again.
- 6) Selectmen reviewed a letter from resident Jacqueline Hall of 472 West Alna Road asking why the Alna Town office had sweatshirts, t-shirts and hats for sale that were

property of the Alna Store. Selectmen decided to remove the items and to set a policy that no privately owned goods would be for sale at the town office.

- 7) Selectmen decided to review the Annual March Town Meeting warrant over the next week for corrections and omissions and come back next week to discuss.

Adjourn: 8:50pm

Respectfully Submitted

Amy Warner Town Clerk

David Abbott

Jonathan Villeneuve

David Reingardt